

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Quacquarelli Symonds Ltd
Address inc post code	1 Tranley Mews, Fleet Road, London, NW3 2DG, UK
Telephone	0044(0)207 284 7240
Fax	
E-mail	magdalena@qs.com
Website	http://www2.qs.com/
Number of employees	212
Short description of the company	QS Quacquarelli Symonds was founded in 1990 and has established itself as the leading global provider of specialist higher education and careers information and solutions. At QS we believe that education and career decisions are too important to leave to chance, we want to ensure candidates have access to the best tools and the best independent expert information before making a decision.
CONTACT DETAILS	
Contact person for this placement	Magdalena Sobieszek
Department and designation / job title	HR HR Assistant
Direct telephone number	0044(0)207 284 7240
E-mail address	magdalena@qs.com
Application Procedure	
Who to apply to (including contact details)	HR Manager internships@qs.com
Deadline for applications	ASAP
Application process	CV, Cover Letter
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	LOGISTICS/ Logistics Intern
Description of activities	<ul style="list-style-type: none"> - Co-ordinating all Tour equipment that is going and returning from Tour - Keeping banners in order and storing things (eg. sign holders, etc) that return from Tour properly in the store room. - Assisting new receptionist/travel co-ordinator with Visa admin jobs (eg. getting visas forms to the team, making copies of passports, researching visa requirements etc) and chasing teams for their flight bookings and visa applications. - Covering reception when receptionist is away from the desk - Chasing team for forms needed for logistics pack. - Assisting team with any urgent venue research. - Drafting logistics packs
Location	London, NW3 2DG
Start Date	1st August 2012
Duration	3 months
Working hours per week	40h
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	Reimbursement of the expenses incurred by the company
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none">- English – fluent <p>Ideally we would like candidates with the background in any of below:</p> <ul style="list-style-type: none">- PR- Social Communication- Events Management- Hotel Management- Tourism
Computer skills and level of skills required	Intermediate Ms Office
Drivers license	NO
Other	

INFORMATION PROVIDED BY

Name	Magdalena Sobieszek
Department / Function	HR/HR Assistant
E-mail address	magdalena@qs.com
Phone number(s)	0044(0) 207 284 7240
Date	26/06/2012

Please return this form by email to erasmus@britishcouncil.org